2.6 Correcting Actions or Voiding Actions

Because you must prepare corrected actions in a particular manner, it will be useful for you to understand how the automated personnel files are maintained.

Each employee on the automated files kept in the Personnel Cabinet has two types of records. A "general information" record which contains the name, social security number, birthdate, increment date, address, etc (personal information on an employee). The remainder of a record, which can be one or more is "history." The History records contain an employee's job class, pay type, pay grade, salary, and position number.

When correcting an action use the following table to help you prepare a P-1. Drop the first letter of the initiating action, and use the next letter of the alphabet.

Initiating Actions	Correcting Actions		Initiating Actions	Correcting Actions	
A	В	ADDITION	M	N	MISCELLANEOUS
С	D	CLASSIFICATION	S	T	RETURN
Е	F	POSITION	W	X	LEAVE
G	Н	WAGE ADJUSTMENT	Y	Z	SEPARATION
K	L	SUSPENSIONS			

Below is an example of these two types of records. Only a sample of the information in each record is shown. A complete listing of fields that are considered general information is found at the end of this section.

General	Name: John L. Doe	SSN: 406-54-5763	DOB:
Information	Address: 110 Main Street,		8/1/41
Record	Middletown, KY		SEX: M
	Increment Date: 6/1/99		
History	Record Type: Increment		
Record	Job Class: Sr. Computer Operator	Job Title Code: 9723	
	Pay Grade: 08 Pay Rate: \$1,121		
	Position #: 39-750-01-01-07-02-004	Effective Date: 6/1/99	
History	Record Type: Pro Incse		
Record	Job Class: Sr. Computer Operator	Job Title Code: 9723	
	Pay Grade: 08 Pay Rate: \$1,068		
	Position #: 39-750-01-01-07-02-004	Effective Date: 6/1/98	
History	Record Type: Appoint		
Record	Job Class: Sr. Computer Operator	Job Title Code: 9723	
	Pay Grade: 08 Pay Rate: \$1,017		
	Position #: 39-750-01-01-07-02-004	Effective Date: 11/16/97	

The above example shows that a general information record and history record were created for an employee on November 16, 1997. A history record was added (i.e., personnel action approved and processed) on June 1, 1998 giving the employee a probationary increase.

Rules to remember for corrected actions.

- 1. You cannot correct an effective date. The reason for this is that the P-1 that created that effective date would remain in the automated files. If the effective date needs to be changed, there would have to be two actions submitted, one P-1 to void the effective date, and another P-1 with the correct effective date.
- 2. Correction of actions on different dates cannot be done on the same P-1. A separate P-1 would have to be done for each differently dated action.
- 3. A correction P-1 will change only that particular history record. Up to four action codes can be corrected on one P-1, provided all the action codes to be corrected were on the same original P-1. No matter how many action codes you wish to correct, the correction P-1 must have the same required fields completed as on the original P-1.
- 4. There is no need to correct "general" information. Simply use a current action to change those. For instance, if the name is incorrect, submit an "M32" to change the name.
- 5. Corrected actions will appear on a P-1 listing, and will generate certain payroll transactions.
- 6. We are sorry but all corrected actions will have to be typed. They are not currently available for the Express System.

Voiding Actions

A "Void" action means you want to delete or cancel an action. To accomplish this, drop the last character of the nature of action code that was on the P-1 you want to void and add "V" as the first character. For instance.

Initiating	Void	
Actions	Action	Description
A11	VA1	Addition
C11	VC1	Reclass
E11	VE1	Transfer Within
G13	VG1	Increment

Rules to remember about voids:

- 1. Void of actions on <u>different</u> dates cannot be done on the same P-1. A separate void P-1 would have to be submitted for each differently dated action.
- 2. You cannot void a void.
- 3. Void actions will appear on a P-1 listing, and will generate certain payroll transactions.
- 4. The only time you should submit a void is when you need to delete "history" or change an effective date of an action.
- 5. Unlike the corrected actions on the Express System, there are a few void actions that can be done. They are as follows:

Initiating Actions	Void Action	Description
A1_	VA1	Addition
A1, M41	VA1, VM4	Addition/Overlap
E71, A1_	VE7, VA1	Establish/Addition
A2_	VA2	Re-instate
A2_, M41	VA2, VM4	Re-instate/Overlap
E71, A2_	VE7, VA2	Establish/Re-instate
A3_	VA3	Re-employment
A3_, M41	VA3, VM4	Re-employment/Overlap
E71	VE7	Establish

Here are some examples of problems to provide you with further experience on how to code and process voids and corrections.

Problem 1. An employee has had the below listed actions processed to create a history record on the date indicated. You want to correct the reallocation because the class code is incorrect.

> C21 Realloc Effective Date: 02/16

Solution: The nature of action code will be D21, with an effective date of 02/16. Using your

turnaround P-1, enter the required fields for a reallocation with correct data on the "Next" line. The turnaround P-1 will have the wrong information on the "From" line and the

correct information on the "To" line.

G11, E11 Increment, Trans W/I

Problem 2: An employee has the below listed actions on his file. Assume the employee is in the wrong position and that you must correct the transfer.

Solution: Code one P-1 using action codes of H11 and F11. (Note: you must correct the increment

also, since it is in the same history record as the transfer.) The effective date of the P-1 would be 1/1. The turnaround P-1 will have the information that was in the record printed

Effective Date: 01/01

on the "From" line and the corrected information on the "To" line.

Problem 3: An employee was not lined off the increment list, but resigned prior to the effective date of the increment. The employee resigned January 31. You must void the increment and

submit a P-1 to terminate. The present record in his file shows:

G11 Increment Effective Date: 02/01

Solution: Code two P-1s, the first with an action code of VG1 to void the increment, effective date

2/1. The second must have a nature of action code of Y11 resigning the employee, effective

1/31.

Problem 4: Effective 01/16, an employee was reclassified and his pay type was changed from salaried

to hourly. You now need to void the reclass.

C11, G62 Reclass, Pay Type Effective Date: 01/16

You will have to submit two P-1s. The first must void both actions effective 01/16, using Solution:

> VC1 and VG6 as the nature of action codes. The second must initiate the pay type change again, using G62 as the only Nature of Action Code. Both P-1s will have the effective

date of 01/16, and must be sent together.